

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL09392001																																											
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ORLANDO, FL																																											
Explanation (Show any positions replaced) Upgrade of Position STRICOM TDA PARA 003B/08A		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																											
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input checked="" type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>																																											
		13. Competitive Level Code 13-63		14. Agency Use																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">15. Classified/Graded by</th> <th style="width: 30%;">Official Title of Position</th> <th style="width: 10%;">Pay Plan</th> <th style="width: 10%;">Occupational Code</th> <th style="width: 10%;">Grade</th> <th style="width: 10%;">Initials</th> <th style="width: 10%;">Date</th> </tr> </thead> <tbody> <tr> <td>a. U.S. Office of Personnel Management</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>b. Department, Agency or Establishment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>c. Second Level Review</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>d. First Level Review</td> <td>PROGRAM ANALYST</td> <td>GS</td> <td>0343</td> <td>13</td> <td></td> <td></td> </tr> <tr> <td>e. Recommended by Supervisor or Initiating Office</td> <td>PROGRAM ANALYST</td> <td>GS</td> <td>0343</td> <td>13</td> <td></td> <td></td> </tr> </tbody> </table>								15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date	a. U.S. Office of Personnel Management							b. Department, Agency or Establishment							c. Second Level Review							d. First Level Review	PROGRAM ANALYST	GS	0343	13			e. Recommended by Supervisor or Initiating Office	PROGRAM ANALYST	GS	0343	13		
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18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY				c. Third Subdivision PROJ MGR INSTRUMENT, TARGETS & THREAT SIM																																													
a. First Subdivision U.S. ARMY MATERIAL COMMAND				d. Fourth Subdivision INSTRUMENTATION MANAGEMENT OFFICE <i>(IT)</i>																																													
b. Second Subdivision SIMULATION, TRAINING AND INSTRUMENTATION CMD				e. Fifth Subdivision																																													
19. Employee Review -- This is an accurate statement of the major duties and responsibilities of my position.  <b>Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				Signature of Employee (optional)  knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.																																													
a. Typed Name and Title of Immediate Supervisor <i>For</i> J. RUSSELL LONGENBACH, DIRECTOR, IMO				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) HENRY I. JEHAN, JR., DEP PM ITTS																																													
Signature <i>Thomas E. Ben</i>		Date 28 Oct 94		Signature <i>[Signature]</i>		Date 31 Oct 94																																											
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. Typed Name and Title of Official Taking Action NANCY SPURLIN, PERSONNEL MGMT SPECIALIST				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS FOR MANAGEMENT AND PROGRAM ANALYSIS SERIES, GS-343, (TS-98), DTD AUG 90 USOPM PCS, ADMIN ANALYSIS GEG, DTD AUG 90 <b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																													
Signature <i>Nancy E. Spurlin</i>		Date 10/28/94																																															
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24. Remarks POSITION IS AT FULL PERFORMANCE LEVEL.																																																	

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## 25 Description of Major Duties and Responsibilities (See Attached)

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Previous Edition Usable

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OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295

## INTRODUCTION

Purpose of this position is to serve as the program analyst for the Instrumentation Management Office (IMO). The IMO is a directorate the Project Manager for Instrumentation, Targets and Threat Simulators (PM ITTS) within U.S. Army Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of the U.S. Army Materiel Command (AMC). The IMO manages major test and evaluation instrumentation projects defined by costing more than two million dollars per year or more than ten million dollars total in development. Incumbent supports eleven IMO Project Directors (PDs). The worker maintains oversight of twenty active instrumentation projects with an average annual total Research, Development, Test and Evaluation (RDT&E) budget of sixty million dollars. The IMO installs these instrumentation systems at Army and Department of Defense (DoD) ranges. The Army, DoD, Program Executive Offices (PEOs) and Project Managers (PMs) conduct assessments of weapon system using this test instrumentation. The Army funds some of these instrumentation projects through two centralized Program Elements (PEs). The Director of Test & Evaluation, Deputy Under Secretary of Defense (Acquisition & Technology) (DUSD[A&T]) funds the remaining instrumentation systems supporting tri-Service needs through the Central Test and Evaluation Investment Program (CTEIP) and the Resource Enhancement Program (REP).

## MAJOR DUTIES

Develops general strategy and resource plans for all major instrumentation projects. Develops the IMO portion of multi-year program/budget resource planning document(s) (i.e., POM, Long Range Research, Development and Acquisition Plan [LRRDAP], etc.). Prepares, from PD information and higher level guidance, the RDT&E Research and Development Descriptive Summaries (RDDS) and the Other Procurement, Army (OPA) Procurement Forms (P-forms) for the IMO submission. The worker also prepares, as necessary, the Budget Program Resource Review (BPRR) document for Operations & Maintenance, Army (OMA).

Briefs and submits plans and provides justification and support of planned effort to higher authorities, as required. Addresses inquiries from Department of the Army (DA), DoD and Congressional professional staff and other budget drills. Specifically, the incumbent responds to all budget calls for RDT&E PE 0605602A, project D453, PE 0604759A, projects D984 and D986, PE 0604940D (DoD CTEIP), and OPA MA6700. Prepares impact statements, fact sheets, information papers, and memorandums concerning funding status. Develops independently the strategy and the plans for presenting, explaining and documenting POM and budget funding submissions to U.S. Army Materiel Command (AMC), DA, DoD, and Congress. Prepares material for scrub sessions conducted with top AMC, Operational Test and Evaluation Command (OPTEC) and Army officials.

Tasks executing agents to provide supplemental information for hearings, to include tri-annual instrumentation briefings. Attends review sessions and provides specific information as required by briefing officials. Reviews Congressional proceedings and insures IMO accurately worked and classified inserts and testimony. The incumbent must express program plans, and justifications, of the IMO projects to these DA and DoD levels.

30%

Incumbent works as a member of the project development teams. Supports the PDs by monitoring and reviewing their project's financial execution (obligations, accruals and disbursements) against established program objectives and milestones. Recommends and justifies project re-baselining to the Director, IMO, as necessary.

Collects, analyzes and assembles data for Program Life Cycle Cost Estimates (PLCCEs) on instrumentation systems. Works with support contractors to develop these PLCCEs. Establishes target costs for completion of various phases of the instrumentation project. Determines cost estimates and cost variance analysis to reflect any significant variance between the cost estimate in the original plan, current approved program, and current estimate.

Analyzes problems and difficulties encountered in program and budget development, and provides appropriate action guidance to PDs and executing agents. Estimates costs for "What If" projects, as required. Interprets trends and forecasts future Congressional, DoD, and DA actions to provide sufficient planning time for the PDs.

30%

Analyzes the annual RDT&E and OPA funding assigned to IMO projects, and recommends allocation of increments based on evaluation of levels of expenditures, and existing program plans and proposed changes to those plans. The incumbent analyzes relationships among portions of instrumentation management, or across test mission areas. Provides resourcing for program transition and evolution. From that analysis, the worker must establish balance among the various projects within IMO's assigned areas of responsibilities.

Initiates processes to prepare budget execution charts, assures PDs update the charts monthly and that the charts are accurate at the tri-annual reviews. Reviews management reports and budget execution charts to decide the general financial well being of the IMO budgets.

Analyzes funding profiles for executability, identifies trends, recognizes problem areas, and formulates coordinates, and directs corrective action. Investigates delays or lags in work caused by cost problems. Compares project cost with budget or

approved program to analyze of the contractor's ability to complete a project. Makes decisions on where to revise project schedules, using established deadlines, available funds, and contractor capabilities.

Initiates on site visits to the executing agents' project management, and finance and accounting offices, to identify and resolve disbursement problems or recommend alternative courses of action.

Prepares and monitors the Internal Operating Budget (IOB) and in-house (support) acquisition plans and maintains cognizance of their performance and deviations.

20%

Maintains a close liaison with geographically-dispersed finance and accounting personnel through the on site visits mentioned above, or via conferences and telecommunications. Ensures the entire financial team thoroughly understands and monitors the IMO financial execution process via this close liaison.

Develops standard reports, local policies, etc., for maintaining liaison with STRICOM comptroller and PM ITTS. Keeps key personnel informed of progress against cost requirements, notes any potentially dangerous cost trends and recommends appropriate corrective action to compensate for such situations.

10%

Serves as the authority on IMO program funding, and on the carrying out of such guidelines as Congressional legislation, National Office of Management and Budget directives, DoD Directive 7110-1M (Budget Guidance Manual), DoD Directive 3200.11, AR 70-10 (T&E during Development and Acquisition) and AR 71-3 (User Testing). Examines these basic regulations, directives, program guidance, and other criteria affecting financial planning and management.

Develops and justifies alternate plans resulting from re-direction or guidance from higher authority involving changes in funding levels or policy. Maintains cognizance of DoD, DA, AMC, and STRICOM policy about planning, programming, and budgeting for assigned portions of the POM. Provides comments and recommendations to the Director, IMO or PDs, where appropriate. Interprets and applies guidelines to specific planning, programming and budgeting problems and transactions.

Receives and interprets programming and budgeting policy for IMO projects and establishes procedures for accomplishing those projects within policy. Establishes implementing instructions

and reporting requirements regarding budget formulation and submission also long range planning. Reviews, revises, and coordinates changes to regulations, incorporating policies and requirements to govern test costing. 10%

Performs other duties as assigned.

FACTOR 1. Knowledge Required by the Position - level 1-8 - 1550 points

-- Expert knowledge and skill in applying review, analytical and evaluation methods and techniques to studies concerning the identification, consideration, resolution of issues and the effectiveness of project operations for test instrumentation used in weapon assessments. This knowledge accompanies a thorough understanding of accounting, budgeting, and economic analysis principles and administration of regulatory programs. Incumbent selects and applies appropriate project evaluation and measurement techniques, ensuring compliance with pertinent rules and regulations.

-- Comprehensive knowledge of the range of pertinent government program and budgeting policies, test cost regulations, and precedents applicable to the use of project and related support resources (labor, money, or equipment) in the test instrumentation programs. This knowledge includes reporting and familiarity with automatic data processing, related disciplines, functions, and industry practices and policies in instrumentation system development, production and support.

-- Comprehensive knowledge of the Planning, Programming, Budgeting, and Execution System (PPBES) regulations, guidelines and processes. Thorough knowledge of the Department of Defense (DoD), Department of the Army (DA), Army Material Command (AMC), Simulation, Training and Instrumentation Command (STRICOM) and Project Manager for Instrumentation, Targets and Threat Simulators' (PM ITTS) instrumentation investment planning, acquisition, and management process.

-- Skill in oral and written communications to enable presentation of sensitive and sometimes controversial material (e.g., delays in project schedules, cost overruns, etc.), and recommendations to higher authority and other government agencies. This includes preparing recommendations for legislation.

-- Ability to direct complex studies requiring an application of advanced analytical and statistical methods and techniques. Studies and analyses frequently require a team effort, to include Project Directors (PDs), STRICOM matrix personnel, contractors, and Test and Evaluation (T&E) customer community representatives.

-- Knowledge of the Instrumentation Management Office (IMO), a major portion of PM ITTS, project goals and objectives, the sequence and timing of key project events and milestones, following the policies of the DoD 5000 series. Knowledge includes methods of evaluating the worth of project accomplishments. This knowledge includes relationships with other programs, contracts, other Services, and key administrative support functions within PM ITTS, STRICOM, AMC, DA and DoD. This knowledge extends to understanding of the substantive nature of

the test instrumentation projects and the interrelationships among such projects.

FACTOR 2. Supervisory Controls - Level 2-4 - 450 Points

-- Supervisor (Director, IMO) makes general assignments outlining overall policies and general objectives. Within a framework of priorities, funding and general project objectives (e.g., cost reduction, improved effectiveness, or use of new work methods), the employee and supervisor develop a mutually acceptable project plan. This plan typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Incumbent develops own work methods and procedures to plan, direct, and coordinate assignments with considerable independence. Exercise initiative, originality, and sound judgment in assigned areas of responsibility. The supervisor discusses problems relating to policy matters, scope of responsibility, etc., but the incumbent accomplishes program management details, uses judgment and completes recommendations on own initiative. The supervisor reviews the completed projects, evaluations, reports, or recommendations for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives. Line management officials whose projects and employees (STRICOM, AMC, DA, and DoD) effected by use of the recommendations also critically review the completed work outside the employee's immediate staff (IMO and PM ITTS). Review is to assure compliance with applicable policies and adequacy of over all accomplishments.

FACTOR 3. Guidelines - Level 3-4 - 450 Points

-- Guidelines are in the form of Dod, DA, AMC, STRICOM and PM ITTS on basic administrative funding policies/statements. This guidance and these regulations are not always clear as to interpretation concerning the issue or problem being studied. The regulations may include reference to pertinent legislative history, state and federal laws, or policy initiatives of STRICOM management.

-- Exercises judgment and discretion in learning intent. Interprets and revises existing policy and regulatory guidance for use by others within or outside IMO, PM ITTS and STRICOM. The employee reviews proposed legislation or regulations that would significantly change the basic character of IMO projects. This legislation may change the way IMO conducts its business with the T&E customers or with industry, or it may modify important interagency relationships.

FACTOR 4. Complexity - Level 4-5 - 325 Points

-- Work involves planning, review, analysis and evaluation of project management related issues to decide effectiveness and productivity affecting instrumentation projects. Execution of instrumentation projects covers the full spectrum of financial management and consists of developing a synergistic approach to solving substantive interrelated issues.

-- Work also involves the development and analysis of long-range project plans, programs and budgets of the IMO.

-- Assignments are usually without precedent, of long duration and frequently require directing a team effort. Such work requires consideration of the immediate and long-range effects of proposed actions on the test and evaluation customer or other Government weapon system testing.

-- Many factors complicate the duties. There frequently is a lack of precedent, continuous instability of the projects due to the legislative changes in project requirements, or Congressional budgetary changes. The projects represent commitment of a sizeable portion of PM ITTS resources via multi-year contracts and many contractors. There are technological advances and frequent changes in specifications in these projects. The employee's duties involve coordination efforts with other Army, Services and DoD agencies. Finally, use of government-furnished property and the breakout of subsystems and components also complicate these duties. In addition, the employee must plan and program in an environment of frequent changes in customer requirements and contractual actions.

FACTOR 5. Scope and Effect - level 5-5 - 325 Points

-- Work effects long range planning and programming for major instrumentation investment of the Army and DoD. The work effects the methods available to test and evaluate developing weapon systems, emerging doctrine, and the acquisition milestone decision. The employee's work effects the future fielded Army and DoD weapon systems and doctrine. Having incomplete data for lack of proper instrumentation can cause failure of the weapons or doctrine in time of war. The work effects the nature of T&E by funding instrumentation to automate and speed services to the weapon system program managers using the ranges where the employee recommended investing.



FACTOR 6 and 7. Personal Contacts and Purpose of Contacts -  
Level 3c - 180 Points

Personal Contacts:

- Contacts includes high level personnel. Within any outside agency these, include the heads of agencies at DoD (Under Secretary of Defense for Acquisition (T&E), DA (Under Secretary of the Army for Operations Research and Director, Test and Evaluation Management Agency), AMC, TECOM, OPTEC, Range Commanders, DCMAOs, other Services (Test and Evaluation Resource Committee members, at the O-6 level, and Program Manager, Range Applications Joint Program Office), consultants, contractors (Vice President of Loral and Contract Leader of Sherikon), etc.

Purpose of Contacts:

-- Purpose of contacts is to develop efficient financial management for timely obligation, and expenditure of funds, to gather data for financial management analysis to make recommendation to managers and PDs; and to support and defend funding requirements to DA. Prepares justification for funding levels at the DA, DoD and Congressional levels. The employee responds to questions/concerns on assigned projects from DA, OSD and Congressional Professional Staff. Influences project managers or other acquisition officials to accept and implement findings and recommendations on assigned projects.

FACTOR 8. Physical Demands - Level 8-1 - 5 Points

-- The work is primarily sedentary.

FACTOR 9. Work Environment - Level 9-1 - 5 Points

-- Work is typically done in an adequately lighted and climate controlled office. The work requires some travel to test ranges and field offices to visit the executing agent procurement and financial management officials throughout the CONUS.

PERSONAL DATA - PRIVACY ACT OF 1974

CNLCA-NL09392001 CPCN

392001  
 PAS-AUTH \*\* 0000 STR ST ORLANDO STR FL FLNL  
 USAMC STRICOM 32826-3224 USTRI \*\*NLAR0191  
 JEJ ORG-STRUCT-ID-SHRED \*\*II  
 JRB AGCY-CD \*\*DEPT OF THE ARMY  
 JRC AGCY-SUB-ELM-FLAG \*\*XL  
 JPE GSA-GEOLoc \*\*ORLANDO ORANGE FL  
 88 \*\*122360095  
 JBN DT-PD-CLASSIFIED \*\*941028 JPL DT-POSN-ESTB \*\*941028  
 JGB POSN-NTE-DATE \*\*888888  
 JYR ACQ-POSN-CAREER-CAT \*\*BUS, COST EST, FIN MGT \*\*K  
 JYL ACQ-CAREER-LVL-REQD \*\*SENIOR LEVEL III \*\*3  
 JYN ACQ-CRIT-POSN-ID \*\*ACQ POS-NOT CRIT OR DVLP \*\*4  
 JPC POSN-TITLE \*\*PROGRAM ANALYST  
 JQJ CURR-PAY-PLAN \*\*GS  
 JQP OCUPTNL-SRS \*\* MANAGEMENT AND PROGRAM ANALYSIS \*\*0343  
 JAO POSN-GR-CIV \*\*13 JQH TARGET-GR-CIV \*\*13  
 JPD FUNCT-CLASS-IDF \*\* N/A JQT COMP-LEV \*\*1363  
 JPR POSN-OCCUPD-ID \*\*1 JQL PAY-BASIS \*\*PA  
 JQW FLSA-CAT \*\*E JQN PAY-TABLE-IDENT \*\*0000  
 \*MD\*  
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PERSONAL DATA - PRIVACY ACT OF 1974

JPV PSN-LOCALITY-PAY-AREA \*\*REST OF CONTIGUOUS UNITED STATES  
 \*\*88  
 PSN-AUTH-LOCALITY-PCT \*\*0309 JZX POSN-WRK-SCHED \*\*F  
 JPQ POSN-SNSVY \*\*NONCRITICAL SENSITIVE \*\*2  
 X06 NV-POS-SENS-CRITERION \*\*ACCESS TO SCRET/CONF INFO \*\*N  
 JNT BARG-UNIT-STAT \*\*7777  
 JNB SUPV-STATUS \*\*NON-SUPERVISORY \*\*8  
 JPO SUPV-MGR-PROBATION-REQMT \*\*SUPERVISORY/MANAGERIAL PROBATION NOT REQUIRED  
 \*\*1  
 JPJ TNG-PROG-ID \*\*NOT APPLICABLE \*\*YY  
 JQU PREM-PAY-IND \*\* N/A  
 JQD/1 CIV-SK-1 \*\*MANAGEMENT ANALYSIS \*\*ARG  
 JQE/1 CIV-SK-1-SHRED \*\*ORGANIZATIONAL ANALYSIS \*\*RES  
 JQF/1 CIV-SK-1-SUB-SHRED \*\* N/A  
 JQG/1 SK-PERCENTILE \*\*00  
 JQD/2 CIV-SK-1 \*\* N/A  
 JQE/2 CIV-SK-1-SHRED \*\* N/A  
 JQF/2 CIV-SK-1-SUB-SHRED \*\* N/A  
 JQG/2 SK-PERCENTILE \*\* N/A  
 JQD/3 CIV-SK-1 \*\* N/A  
 JQE/3 CIV-SK-1-SHRED \*\* N/A  
 \*MD\*  
 1b ROW=24 COL= 80 12/02/94 9:18 NC Poll

PERSONAL DATA - PRIVACY ACT OF 1974

J CIV-SK-1-SUB-SHRED \*\* N/A  
 J PAYROLL-ORG-CODE \*\*7R173  
 JAP PAYROLL-OFF-ID \*\*38050  
 J1A FIN-DISCLOSURE-ID \*\* N/A  
 JGP DRUG-TEST-RQD \*\*POSN NOT REQ DRUG TEST \*\*1

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 09392

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."